Application List with Definitions

Asset Management Application

PURPOSE:

Asset management will provide information regarding all attributes of government assets.

DEFINITION:

- The application will track all activities related to the management of government property assigned to CH.
- The application will monitor contractor management of government property.
- Maintain and provide inventory and financial information of all assets.
- The application will provide various reports regarding status, costs and values associated with the assets.

The application should ensure all historical records of the asset are maintained from creation to retirement.

Application List with Definitions

Budget Formulation Application

PURPOSE:
Prepare, and submit budget requests from CH groups through CH corporate office to DOE Headquarters. Store, retrieve, analyze and supply budget formulation information. Identify approved budget for CH.

DEFINITION:
- Record budget information (FTE allocations, program and project funding, and justification information) by fiscal year, organizational unit, and program area (baseline and proposed new).
- Calculate and record multiple funding decision recommendations (associated with different funding level authorizations).
- Submit budget and FTE request authorizations and other funding decisions to DOE Program offices for review.
- Record the recommended budget and FTE authorizations from program offices and the changes to each of those from the requested levels.
- Review the differences between the funding and FTE numbers authorized, and adjust the FTEs as necessary.
- Request, prepare, and submit revised levels of funding and FTE authorizations with justifications for appeal of the authorization levels to Congress.
- Maintain records of B&R code with Program Area codes.
- Provide input and review of program crosscut budgets; maintain information on cross cut budget programs.
- Provide crosscut schemes and other budget formulae for preparing comparative budget information for budget analysis and presentations/briefings.
- Record funding data history for proposed work associated with an offer by laboratory or institution.
- Provide electronic notice and/or view access to funding decisions for laboratories or institutions.

Application List with Definitions

Communications / Event Tracking Application

PURPOSE:
Share information about DOE activities.

DEFINITION:
Prepare communications products for internal and external audiences. Distribute those products through various methods including phone, fax, web, printed material, etc. Record limited information about the person or institution contacted. Advise management on Communications Issues, including on contractor communications activities. Maintain contact information to aid in the solicitation and execution of communications opportunities, including stakeholder activities, press conferences, speeches, top-level visits, etc., and to assist CH in emergency response. Collect information to prepare and distribute reports.

Regarding Meetings:

Manage information about the venue and logistical resources and arrangements for meetings.
- Maintain description of the meeting resources: meeting rooms (e.g., layout), equipment (PC installed, projector, number of LAN connections, etc.), communications (telephone, videoconference, speakerphones, etc.).
- Capture usage information (e.g., time, user) for each resource.
Capture resource status (e.g., in service, unavailable) information.

Application List with Definitions

Contract/Financial Assistance Application

PURPOSE:
Generate, record, maintain and track procurement data and documentation supporting the acquisition and financial assistance mission of the Chicago Operations Office.

DEFINITION:
- Link procurement data to other related systems such as DISCAS and PADS to avoid re-entry of data.
- Provide for the electronic generation, transmission, receipt, recording, assignment and approval of the procurement request authorization process.
- Enable and support the electronic transmission of solicitations and amendments. Provide for the electronic receipt and recording of proposals and applications.
- Enable and support the generation, storage, transmission and recording of solicitations, amendments, awards, modifications and related correspondence supporting the acquisition and assistance function. Provide for the electronic receipt, recording and storage of proposals and applications.
- Link procurement documents to allow single entry of procurement information e.g. data warehouse.
- Provide real-time access to current FAR, DEAR and local acquisition provisions and clauses and current federal, departmental and local financial assistance provisions in a usable format.
- Establish and maintain a repository of federal, departmental and local forms required to support the acquisition and assistance function in a usable format. Provide capability to electronically complete, transmit and receive required forms.
- Enable and support the electronic signature, transmission and receipt of fully executed contract and financial assistance awards, modifications and related correspondence.
- Enable and support the process of electronically requesting, tracking and recording the results of staff reviews.
- Enable and support the electronic receipt, recording, approving, and processing of requests for payment.
- Enable and support the electronic receipt, review and transmission of scientific and technical information deliverables e.g. final technical reports, topical reports and conference proceedings.
- Enable and support the process of electronically requesting, tracking, receiving, and recording the results of closeout reviews.
- Provide means to monitor, track and record CH acquisition and assistance performance to support self-assessment initiatives and monitor customer satisfaction.
- Provide means to monitor, track, record and store CH acquisition and assistance documents

Application List with Definitions

Document Management Application

PURPOSE:

The purpose of this application is to provide a centralized tool for automated storage, sorting, searching and retrieval of "documents."

DEFINITION:

- Record profile information such as unique document identifier, medium, location, author, sensitivity indicator, logical grouping, and version.
- Provide capability to search on a range of attributes including, date, keyword, author, logical grouping, project, program, etc.
- Store each type of document.
- Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, project management software, voice, video, etc.
- Retrieve document in a view that is specified by the user. Support for multiple formats: word processing, various image formats, electronic forms, spreadsheet, voice, video, etc.
- Maintain standard document formats.
- It will provide the capabilities to store, retrieve and dispose of "electronic renderings." It will have the capability to produce the "electronic renderings" in a variety of formats, including standard report formats.

Financial Tracking (Budget Execution) Application

PURPOSE:

To carry out the approved budget and provide financial information.

DEFINITION:

- To record and track allocations, allotments and obligations.
- Provide an electronic method/process for generating financial changes.
- Calculate uncommitted and uncosted balances.
- The input of allotments and obligations should be imported from the originating system.
- Provide analysis of financial and budget data to DOE-HQ and CH.
- Monitor, track and validate accounting transactions and data.
- Provide direct access to real time budget/financial status.
- Generate reports on these activities.

Application List with Definitions

Human Resources Application

PURPOSE:
Support initiation, processing, tracking, documentation, approval and archival of federal human resources actions. Support tracking and analyzing federal human resources personnel information, status, training, and performance; including diversity, expertise, qualifications, experience, workload, etc. Support administration and oversight of contractor HR programs.

DEFINITION:
- The application must support HR recruitment efforts by supporting development of position descriptions, job announcements and advertising. In addition, automated receipt (with dating), review, selection, and offer development should be supported.
- The application must record information on HR actions such as performance evaluation, training, retirement, etc. - maintain in an easily accessible and useable format, all information regarding the results of HR actions such as compensation, disciplinary action, recognition, transfer, job positions, performance standards etc.
- The application will provide general employee information on DOE human resource programs, such as retirement, leave, benefits, rights, etc. In addition, the application should provide access to site specific information, such as emergency plans, evacuation, workplace hazards etc.
- The application must maintain basic employee information regarding name, address, contact numbers (telephone, fax, E-mail), program area.
- The application must support the administration of DOE training programs including scheduling of courses, documentation of annual needs assessments, budget development, online performance satisfaction surveys, etc.
- The application must support the automated development of Individual Development Plans and should provide user resources to facilitate meeting the requirements of specific programs, i.e. the DOE Technical Qualifications Program
- The application must provide for automated training registration, review and approval; including, maintenance of information on training courses and the schedule for specific classes. In addition, links to payment processing, travel, and personnel records should be established to automate payment, travel associated with training, and records update. The application must provide for evaluating training, supporting course advertising, and monitoring employee attendance.
- The application must provide for automated storing and summarizing of federal staffing levels and associated "drill-down" data.
- In order to facilitate full and efficient use of human resources, the application must allow for recording, maintaining, and tracking standard information elements regarding personnel expertise, qualifications, workload, etc. This should enable management to

Application List with Definitions

quickly select experts for given tasks.

- All information contained by this application must follow Privacy Act and governmental regulations. Therefore, viewing rights for all information will have to be established and built into the application.

- The application (or a module thereof) should support DOE-HR activities related to negotiating prime contracts, administering Davis Bacon and Service Contract Programs, and providing oversight and advice on contractor HR programs. In order to do this, the system must maintain basic information about contractor compensation and benefit programs (including collective bargaining and workforce restructuring).

Application List with Definitions

Information Management Application

PURPOSE:

Plan, develop, identify, and maintain IM architectures to enable all levels of CH to access DOE and Program data necessary to perform their job. To provide CH management with information to make sound, cost effective executive management decisions about IM.

DEFINITION:

- This application will monitor, maintain and support all data, technical, and applications architectures necessary to make tactical and strategic decisions.

- This application will provide high level summary information, and the ability to "drill down" to specific primary source information.

- This application will provide current architecture definitions, plans and status information.

- This application will track user's support.

- This application will maintain the data dictionary.

- This application will track and facilitate current data resource sharing.

- This application will provide configuration management, tracking and proper version control maintenance.

- This application will track and maintain user and technical requirements information.

- This application will provide current software development, testing and build status.

- This application will ensure applications are developed so that they are interoperable to ensure communication between applications throughout CH.

- This application will ensure and track that training in new applications is available to the users.

- This application coordinates and facilitates the development of all CH applications.

Application List with Definitions

Intellectual Property Information Tracking Application

PURPOSE:

Manage and track inventions, intellectual property clauses of DOE R&D arrangements, provide advice opinions and reporting.

DEFINITION:

This application's use is to enable IPL staff to access and monitor real-time information on the status of contracts, inventions, and waivers. The application provides information on various aspects of these functions from creation to retirement. It identifies due dates, types of contract clauses, current status and other information. It provides reports for:

1. Invention docket and due date reports for each attorney and paralegal
2. Waiver docket for each attorney
3. Inventions (and status) reported by each contractor
4. Identifying attorney performance and output (e. g.. number of cases filed, disposed of, contracts reviewed).
5.Track numeric data on all phases of invention cycle including total number of inventions, ownership, & patent status.

Application List with Definitions

Laboratory Project Management Application

PURPOSE:

Support the planning, tracking, financial management and reporting of all Government Owned Government Operated (GOGO) Laboratory projects from proposal to closeout.

DEFINITION:

* Support development and review of GOGO Laboratory project proposals for DOE and for Work for Others.

* Support GOGO Laboratory project planning; including prioritization, resources planning, scheduling, budget development, etc.

- Support GOGO Laboratory project execution; including milestone documentation, safety reviews, regulatory reviews, evaluation and analysis of data, financial tracking, and coordination of support and review by other CH groups.

- Support project completion; including internal review, report preparation and customer interactions.

- Provide capability to record and maintain a customized set of technical, cost, and schedule information.

- Baseline set of information may include linking GOGO Laboratory project activities to higher level (strategic) goals.

- The application should provide a mechanism to record and share GOGO Laboratory project safety and business experiences, or lessons learned.

- The application should provide GOGO Laboratory and project managers with tools to promote better management such as real-time access to previous proposals, guidelines, regulations, and orders; it should provide automated reminders or "ticklers" for actions, data transfer, scheduling conflicts and periodic reporting.

NOTE: While COTS project management software exists, it is typically too all-inclusive for practical use with smaller GOGO Laboratory project planning and tracking activities.

Application List with Definitions

Management Decision Support Application (MD's)

PURPOSE:
Provide CH decision-makers with the capability to access a consolidated source of analyzed or summarized data.

DEFINITION:
- Application would provide decision-makers a personalized start-up page similar to current web-based commercial products (i.e. MyYahoo!). The page should present decision-makers with their primary source of decision level information.
- Data presented would be summarized in a graphical form if possible and would present the results of previously agreed to analyses. No further analyses should be required.
- Links from the start-up page would allow access to more detailed information and other CH applications.
- The applications should allow capability to "drill down" to underlying information, perform ad hoc queries and/or searches.
- The content and layout of the page should be capable of personalization.
- The data analyses and/or summarization should represent the status and performance of all CH organizations, programs, and projects. Examples of status would include the status of all resources (FTE's, budget, assets, calendaring, etc.). Performance examples would include programs, projects, diversity, safety, etc.
- The application should support mobile access. Future capabilities expansion should anticipate the need for support to personal digital assistants and wireless access.
- The application should support the ability of decision-makers to record, schedule, and track key decisions that must be made.

The primary benefit of such a system would be providing timely information to decision-makers enabling them to make more well-informed and timely decisions.

Application List with Definitions

Measurement Application

PURPOSE:

Record, track and share measurements amongst remote and local entities; prepare and communicate the information or a report.

DEFINITION:

- Allow tracking of nuclear material and of measurement/experimentation equipment handling, shipping, monitoring and receiving.
- Allow local and remote transfer of measurement data.
- Allow review and analysis of measurement data; link to statistical applications as appropriate.
- Allow report formatting and generation.
- Link to Laboratory Project Management Application.
- Link application directly to laboratory equipment and to remote sampling and sensing devices

NOTE: Currently this data is provided by laboratory equipment on nuclear materials and by remote sampling and sensing devices on radiation and radioactivity associated with natural or anthropogenic sources

Application List with Definitions

Office Automation Application

PURPOSE:
The use of integrated information handling tools and methods to improve the productivity of CH personnel or automate their daily tasks.

DEFINITION:
Commercial off the shelf (COTS) products that allow a tailored desktop to meet the individuals needs.

Office Automation includes:

* Document preparation and presentation tools
* Numerical calculation
* Data analysis and presentation tools
* Information management, collation, retrieval and archiving tools
* Communication (e.g. e-mail or videoconferencing) tools
* External accessibility
* Mobility
* Voice recognition
* Flexibility
* Physically challenged accessibility
* Ensure compatibility with CH architecture
* Support DOE standards
* Electronic signatures
* Supportable by existing Help Desk contractors
* Transfer of data from instrumentation to LAN
* Interoperability
* MOPIER - Multifunction or all in one machine (copier, printer, scanner, fax)

Application List with Definitions

Oversight Application

PURPOSE:

To document and track oversight activities conducted by CH.

DEFINITION:

- Oversight activities will create, record and update data on inspections, operational surveillance activities, program and project reviews and appraisals.
- The application will interact with other applications to receive up to date information regarding ES&H requirements, DOE and CH orders and guidelines, performance measures, program and project milestones, human resource services, finance, asset and budget management.
- The application will document, track and share the process of oversight activities such as schedules and the progress status of each oversight activity. The application will provide local and remote access to all current and historical oversight data. The application will facilitate the comment resolution process / factual accuracy and distribution of reports
- This application will be linked with the Performance Management Application and Regulatory Compliance Application so that the oversight activities data in this application can be used for compliance and trending analyses, corrective action follow-ups and lessons-learned improvements. These analyses will provide feedback in turn on needed oversight activities.

Application List with Definitions

Performance Management Application

PURPOSE:

To ensure that performance of DOE contractors, CH organizations, CH teams, and CH employees is consistent with all Department of Energy performance objectives.

DEFINITION:

- The application must support the development of performance measures for DOE contractors, CH organizations, CH teams, and CH employees. The automation of this process will enable all elements of CH to access this information for reference, assessments, and reporting requirements.
- The application must support the electronic data input, evaluation, and results reporting to appropriate parties.
- The application will support an automated system where required approvals of the developed measures are performed electronically. This will eliminate multiple paper copies, and save the time, currently required, to route the information throughout the system. Ultimately, it will aid in the measures being acted upon expeditiously.
- The application must be able to record data regarding the previously established performance elements. The data will be from day-to-day operational awareness, periodic reviews, and other pertinent information. This will establish a clear body of information for evaluation of the subjects' performance.
- The application will support periodic and final performance evaluations by ensuring that the body of information, accumulated during the performance period, has been recorded and is available for evaluation. In addition, electronic transmission, and approvals, if required, of the final evaluations to the involved parties will provide for timely receipt of the assessments and further processing (i.e. modification of M&O contracts), if necessary.
- Provide access to historical data, analyze and prepare trending reports.

Application List with Definitions

Program / Project Management Tracking Application

PURPOSE:

Support the management of all CH programs and projects from proposal to closeout.

DEFINITION:

- Support development and review of project/program proposals.
- Support project/program planning; including strategic planning, prioritization, resources planning, scheduling, budget development, etc.
- Support project execution; including work authorization, performance measurement, funding control.
- Support project completion; including technical acceptance, contract closeout, records disposition, etc.
- Provide capability to record and maintain a customized set of technical, cost, and schedule information. While this customization must allow the use of the graded-approach, a baseline set of required information should be required to support summary applications such as the Management Decision Support Application.
- Baseline set of information may include linking program and project activities to higher level (strategic) goals.
- The application should provide a mechanism to record and share CH business experience, or lessons learned.
- The application should provide program/project managers with tools to promote better management such as real-time access to guidelines, definitions, orders, and other documents, automated reminders or "ticklers" for actions, missing/outlier data, etc., and automated report generation and submittal).

Application List with Definitions

Regulatory Compliance Application

PURPOSE:

Provide comprehensive documentation and tracking of regulatory requirements and activities for DOE CH and its contractors.

DEFINITION:

- Document requirements contained in federal and state statutes, regulations and permits, DOE and CH directives and guidance documents.
- Provide local guidance needed to implement regulatory requirements.
- Document and track operational awareness program activities such as inspections, surveillance, program reviews. This also includes the tracking and trending of findings, corrective actions and reports generated from the activities.
- Document and track compliance related activities including inspections, program reviews and the submittal of required reports.

Safeguards and Security application

PURPOSE:

Provide comprehensive, unclassified documentation and tracking on the status of Safeguards and Security and Emergency Operations Management at CH facilities.

DEFINITION:

- The application will provide reports and documentation of inspections and review results to include unclassified findings and corrective actions.
- Provide schedules for all inspections, reviews and exercises.
- Each facility's clearance level will be identified. The categories of classified information and special nuclear materials allowed at each facility will also be identified.
- Information regarding all reportable nuclear material quantities, programmatic uses and unclassified inventory totals by material type will be available.
- Security Plans (SP) and Site Security Plans (SSP) for each facility will be available. Classified Site Safeguards and Security Plans (SSSP) will not be available.
- Total number and level of access authorizations for CH and CH contractor employees will be available. Consistent with the privacy act, individuals and their clearance levels will be identified.
- Provide access to the annual security refresher briefing for those individuals with access authorizations. Provide confirmation of successful completion.

Application List with Definitions

Travel Management Application

PURPOSE:
Support preparation and submittal of travel requests, authorizations, vouchers, and bookings of transportation and housing. Perform tracking of status and storage of records. Provide performance monitoring and evaluation of travel agents, and travel management systems.

NOTE: This application includes, access authorization verifications, foreign travel authorizations, DISCAS entries by Federal employees and bookings by travel agent with their connections to airlines, hotels, etc.

DEFINITION:
- Allow the traveler to identify the forms required for travel, i.e., access authorization verifications, foreign travel approvals, travel request authorization, travel vouchers.
- Link all of the identified forms so that data input need only occur once.
- Allow electronic submission of transportation and housing requests to travel agent with recorded response time and success rates.
- Electronically record and transmit travel booking information with itinerary to the traveler.
- Allow authorized changes to both travel requests and travel bookings.
- Maintain trip information for submittal of travel voucher.
- Allow electronic recording and storage of voucher receipts.
- Notify traveler upon completion of clearance transfer, foreign travel authorization, travel authorization, transportation and housing bookings, and voucher payment.

Application List with Definitions

WorkFlow Application

PURPOSE:

The logical sequencing of tasks that allow CH employees to perform, review, monitor and approve different activities. This application will automate coordination among different activities and organizations.

DEFINITION:

- Create and approve workflow maps e.g. logical sequencing review and approval procedures.
- Route the information, gathered at each step, to subsequent steps based upon job functions, user names, or reporting relationships.
- Simulate, test, monitor and measure workflow.
- Manage and track the progress of electronic work products.
- Link electronic forms to databases and applications.
- Provide automated rerouting of unattended tasks to assigned backups.